

Request for Records Disposition Authority

Records Schedule Number DAA-0058-2017-0002
 Schedule Status Approved

Agency or Establishment Internal Revenue Service
 Record Group / Scheduling Group Records of the Internal Revenue Service
 Records Schedule applies to Major Subdivision
 Major Subdivision Office of the Chief Financial Officer
 Minor Subdivision Cincinnati Service Center
 Schedule Subject Automated Quarterly Excise Tax Listing Data
 Internal agency concurrences will be provided No

Background Information The Internal Revenue Service uses numerous electronic systems to process tax returns and remittances, and to track and manage instances of non-compliance. The Automated Quarterly Excise Tax Listing (A-QETL) is one of those systems. It is used by the Internal Revenue Service to monitor Excise Taxes filed on Internal Revenue Service (IRS) Form 720. A-QETL is used by the Office of the Chief Financial Officer (CFO) Headquarters staff and the Cincinnati Service Center employees.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0058-2017-0002

Sequence Number

1

Automated Quarterly Excise Tax Listing (A-QETL) System Data Disposition Authority Number: DAA-0058-2017-0002-0001
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Records Schedule Items

Sequence Number

1

Automated Quarterly Excise Tax Listing (A-QETL) System Data

Disposition Authority Number DAA-0058-2017-0002-0001

A-QETL is used to identify and resolve anomalies in the information provided in excise tax filings. The Excise Tax Return lists many different types of taxes (IRS numbers/abstracts) (e.g. there are taxes on many different types of fuels (gasoline, diesel, gasohol, aviation, etc.). The purpose for reviewing tax returns data is to ensure the proper amounts are transferred (certified) to the correct Trust Funds. This application compares the current returns data to the prior returns data, and alerts CFO Headquarters (Washington DC) and Cincinnati Service Center employees to possible tax anomalies (errors). It is accessible through an internal web-based application and contains detailed liability transaction postings.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Manual Citation	Manual Title
RCS 32, Item 12	Records Control Schedules of the Internal Revenue Service for Tax Administration - Systems (Electronic)

GRS or Superseded Authority Citation N1-058-97-013 / 12/A

Disposition Instruction

Retention Period Delete/Destroy when 7 years old.

Additional Information

GAO Approval Not Required

Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
08/16/2017	Certify	Tracee Taylor	IRS Records Officer	Privacy, Governmental Liaison and Disclosure - Records and Information Management
05/15/2018	Submit for Concurrence	Rania Mahmoud	Appraisal Archivist	National Archives and Records Administration - Records Management Services
05/15/2018	Concur	Rachel BanTonkin	Supervisory Archives Specialist	National Archives and Records Administration - ACR1
05/16/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
05/21/2018	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist